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Minimum Qualification Specifications  
for the Class:

PARK INTERPRETIVE CENTER COORDINATOR  
(PARK INTERPRETIVE CTR COORD)

**Prerequisite Knowledge and Abilities Required:**

Knowledge of: Research methods and information gathering techniques; communication skills and methods including oral, written, graphic, audio visual, exhibit and display; principles and practices of public relations; office practices and procedures; and expository and report writing, interviewing and public speaking techniques.

Ability to: Plan, coordinate and implement informational activities; perform searches in the community and throughout the State for information of historic, artistic, scientific and cultural interest to visitors and the community; speak effectively before groups and individuals; recruit volunteers; establish and maintain effective working relationships with government agencies, resource professionals, civic groups, organizations, community groups, volunteers and the general public; prepare written reports and correspondence; operate sound system and audio visual equipment; read and interpret written materials; and prepare budgetary information.

**Basic Education Requirement:**

Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described under the Specialized Experience, below, or any other progressively responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements:**

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

Specialized Experience: Two (2) years of professional work experience in planning, coordinating and participating in activities involving information gathering and the dissemination of such information through a variety of methods such as lectures, demonstrations, exhibits, films, displays, news media, etc.

Examples of qualifying experience are work as an information officer or specialist, arts program specialist and marketing specialist. These are examples only and are not to be considered exclusive or exhaustive. Neither is employment in a position which carries one of the mentioned titles qualifying in and of itself. The primary consideration is the performance of professional work which provided the applicant with a good working knowledge of research methods and information gathering techniques, a variety of information dissemination methods, and the ability to plan and coordinate the activities requiring such knowledge.

**Substitutions Allowed:**

Substitution of Education for Experience:

1. Satisfactory completion of all academic requirements for a master's degree which provided knowledge of informational gathering methods and techniques demonstrated by the conduct of research studies and preparation of reports may be substituted for one-half (1/2) year of the required experience.
2. Satisfactory completion of all academic requirements for a master's degree in art management, marketing, communication or other closely related fields which demonstrated knowledge of various forms, methods and techniques of dissemination of information may be substituted for one (1) year of the required experience.

**Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

**Mental/Emotional Requirements:**

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is a change in class title and class code from Wailoa Center Coordinator (2.950) to PARK INTERPRETIVE CENTER COORDINATOR (PARK INTERPRETIVE CTR COORD), 2.944; and an amendment to the minimum qualification specification which was approved on July 16, 1985.

DATE APPROVED: 6/17/98    /s/ James H. Takushi  
JAMES H. TAKUSHI  
Director of Human Resources Development